



Joint Base McGuire-Dix-Lakehurst

Public Affairs Office

Base Tour Request Form



Organization:			
Address:		Point of Contact:	
Phone:		Phone:	
Cell:		Cell:	
email:		email:	
Date Requested:		Alternate Date:	
Group Size: (Min 20 - Max 40)		Group Average Age (Min: 13)	
What type of transportation will the group be using? (Check one)	Bus	Special Needs:	
	Van		

PLEASE NOTE

Absolutely no additions to the participant list will be permitted within 72 hours of the event.

Base tours are offered from March through November on Thursdays only.

Requests outside of these time frames will not be accommodated.

All requests are processed on a first-come-first-served basis.

If you do not submit an official request form your organization will not be scheduled.

All requests must be received no later than thirty (30) days prior to the requested tour date.

Requests submitted less than thirty (30) days prior to the requested tour date will not be accommodated.

Organizations must provide their own transportation to JBMDL
and be prepared to accommodate at least one (1) additional individual per vehicle.

Your group must arrive in commercially-owned buses or vans. Privately owned vehicles are not permitted.

Group must provide transport company name, individual name and drivers license number or date of birth, and state of residence for all individuals over 18 years of age no later than five (5) business prior to the date of the event.

All tours are scheduled on a tentative basis only.

Mission requirements, unavailability of facilities, personnel, government transportation or inclement weather may cause delays or require postponement, rescheduling or short- or no-prior notice cancellations at any time.

Please initial in the space provided on the right to indicate your understanding of, and agreement with the above directives.

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